



Town of Waynesville

AGENDA
REGULAR MEETING
BOARD OF ALDERMEN
TOWN OF WAYNESVILLE
TOWN HALL - 9 SOUTH MAIN STREET
MAY 25, 2010
TUESDAY - 7:00 P.M.

Call to Order

1. Approval of Minutes of April 27, 2010
2. Award of Bid - Renovations at Hazelwood Office - 280 Georgia Avenue
3. Request by Sarge's to Hold 5th Annual Downtown Dog Walk
4. Mr. Jack Wadham
5. Appointment/Reappointment of Members to Various Boards/Commissions
 - A. Board of Adjustment
 - B. Planning Board
 - C. Public Art Commission
6. Budget Amendments for 2009 - 2010 Budget
7. Adjournment

ITEM 2. AWARD OF BID
 RENOVATIONS AT HAZELWOOD OFFICE
 280 GEORGIA AVENUE

Town staff has been working with the architectural firm of Mountain Design and principal, Randy Cunningham on the renovations to the Hazelwood Branch Office. The structure was built in the late 1970s and was the Town Hall for the Town of Hazelwood until the merger of Waynesville and Hazelwood in 1995. Since that time, the Fire Department has operated a second station there and looked after the maintenance of the building. At various times, the facility has seen the tax department and a payment office, housed building inspections and code enforcement, been a branch police office for patrol and served as the base for planning and land use management.

When the new Town Hall/Police Station/ Development Office opened in August, 2009, Planning, Land Use, Inspections and Code Enforcement moved out and occupied a portion of the Development Office. The Police Offices were vacated and all police operations are located in the new station. This left one person in the finance office operating the drive thru window from 8:30 a.m. until Noon each day. Of course, the fire department continued to operate their second station there, but oftentimes, the person in the finance department was in the building alone. This was not a good situation and was discussed at the Board's Retreat in January, where it was agreed to proceed with a plan to move the entire finance department to the Hazelwood Office.

The structure is well built and laid out ideally for the finance department, so the renovation project will not require many structural renovations to the interior. There will be a second drive thru station installed with a pneumatic tube for the pay station farthest from the window, and an awning will be built over the drive thru lanes. A new pay window will be installed and it will be wide enough to allow two customer service representatives to operate at the window at the same time. There will be some other external improvements to give the building a more current appearance, and the architect has incorporated some stone work into the design of the building.

On the inside, all ceiling tiles are to be replaced as will the carpet and base trim. The entire interior will be repainted, giving the building a fresh look. Three of the six heat pumps will be replaced and some new wiring will be necessary for the Town's computer systems which will be partially housed there. There will be some structural interior renovations as the lobby will be expanded and the pay window in the lobby widened to allow at least two customers to be served at the same time. The kitchen will be completely renovated with new appliances.

Bids on the largest portion of the renovation work were advertised and six firms submitted proposals which were opened on Tuesday, May 18 at 2:00 p.m. The low bidder was Ecowise of Hendersonville, with a quotation of \$159,570. Mr. Tony Campano, formerly a part owner in Construction Logic, created Ecowise when he left Construction Logic in 2009. He was the representative with whom the Town worked on the fire station and town hall/police station/development office, and it was a very satisfactory relationship. You will find the official bid tabulation sheet showing that six bidders offered quotations on the project, ranging from the low of \$159,750 to the high of \$240,000. You will also find the letter from architect Randy Cunningham with his recommendation.

I would note that the \$159,750 does not include a number of items which will be necessary as part of the building renovations. There will be the expenses for the new drive thru window and pneumatic tube system as well as counter tops and cash drawers and filing cabinets which will match the drive-thru window. The cost of this work is estimated at \$22,120. It was found that the windows for this building are single pane glass, so we have issued a purchase order for \$10,760 to Blue Ridge Glass for double-paned windows. New furniture for the building is estimated at \$35,000 and there is a contingency of \$25,000 to cover wiring, handicap access devices for the doors and rekeying all locks. The total estimated cost, and we feel this to be on the high side, is \$277,450, including the architectural fee; however, we expect the total to be closer to \$250,000.

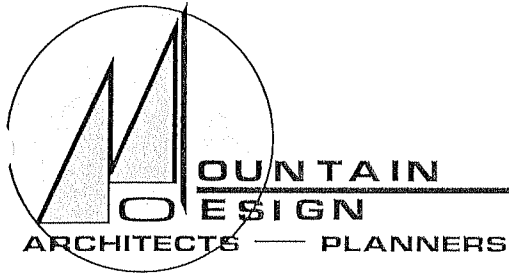
Mr. Cunningham will be on hand at the meeting Tuesday evening to go over the bids and present information about the renovation. We are excited to have such a good bid on the renovation and hope to be able to give the contractor the notice to proceed soon after the Board meeting on Tuesday. Work could begin quickly with a goal of completing the work and being able to open to the public in early August.

BID TABULATION FOR HAZELWOOD MUNICIPAL BUILDING
 WAYNESVILLE, NORTH CAROLINA

MAY 18, 2010

2:00 P.M.

CONTRACTORS	ADD #1	BASE BID	REMARKS
CLARK & LEATHERWOOD INC.		185,600	
CORNERSTONE BUILDERS OF UNC, INC. JEFF PALMER		215,156	
ECOWISE CONSTRUCTION		159,750	
TIM CARVER CONSTRUCTION		240,000	
WESTERN BUILDERS OF SYLVIA, INC.		195,000	
Bloom coast.		214,000	



W.R. CUNNINGHAM — ARCHITECT
635 SOUTH HAYWOOD STREET
WAYNESVILLE, NC 28786
828-456-5159
FAX-456-3565

May 20, 2010

Alison Melnikova, Assistant Town Manager
Town of Waynesville, NC
16 S. Main Street
Waynesville, NC 28786

Dear Mrs. Melnikova,

We have reviewed the bid submittals and have checked the numbers and licenses and we recommend that the Town of Waynesville accept the low bid of one hundred fifty nine thousand seven hundred and fifty dollars (\$159,750.00) from Ecowise Construction Inc for the up fit and additions to the Hazelwood Municipal Building. If you or the Board have any questions please don't hesitate to ask.

Cordially,

A handwritten signature in black ink, appearing to read "W.R. Cunningham", is written over the word "Cordially,". The signature is fluid and cursive, with a large loop at the end.

W.R. Cunningham, AIA

ITEM 3. REQUEST BY SARGE'S TO HOLD
5TH ANNUAL DOWNTOWN DOG WALK

You will find attached a letter from SARGE'S Animal Rescue Foundation seeking the Town Board's approval for the 5th Annual Downtown Dog Walk on Saturday, August 7, 2010. The walk is scheduled to begin at 10:00 a.m., starting at the Haywood County Courthouse and proceeding west on Depot Street to Montgomery Street, turning south on Montgomery Street to Church Street, east on Church Street to Main Street and north on Main back to the Court House.

Ms. Allomong, Treasurer and Fundraising Chairperson, has been in contact with Lt. Brian Beck of the Waynesville Police Department to coordinate this event. She has also been in contact with Assistant County Manager Marty Stamey to gain approval for the use of the courthouse lawn before and after the event, and this was granted.

SARGE'S is requesting that the Police Department be allowed to hold traffic on Main Street for that brief time the dogs and their owners are covering the distance on Main between Church Street and the Courthouse.

During previous events, there has never been a problem and SARGE'S has always been an excellent organization with which to work. It would be our recommendation that this request be granted.



May 17, 2010

TO: Mayor Gavin Brown
Aldermen for the Town of Waynesville

FM: Sarge's Animal Rescue Foundation

RE: August 7, 2010 Downtown Waynesville Dog Walk

Attached please see:

Request for permission to hold the 5th Annual Downtown Dog Walk on
Saturday, August 7, 2010

Signed approval from Lt. Brian Beck of the Waynesville Police Department

Signed approval from Assistant County Manager, Marty Stamey, for
permission to use the County Court House lawn that day

A handwritten signature in cursive script that reads "Rosa Allomong".

Rosa Allomong
Treasurer, Board of Directors
Fundraising Chairperson

Att: 3



April 19, 2010

To: Mayor Gavin Brown and Waynesville Board of Aldermen

From: Sarge's Animal Rescue Foundation

Sarge's Animal Rescue Foundation requests permission to hold the 5th Annual Downtown Dog Walk in Waynesville on Saturday, August 7, 2010.

Registration will begin at 9:15am on the Court House Lawn and the walk will begin at 10:00am.

The route for the walkers and their dogs will be from the Court House to Depot Street to Montgomery Street to Church Street to Main Street and back to the Court House. Poop bags will be provided and there will be a poop patrol following the procession.

Water stations for people and dogs will be on selected corners but not on sidewalks.

Lt. Brian Beck has agreed to have Main Street blocked for the few minutes it takes to walk from Church Street to the Court House. See attached request with his signature. Marty Stamey has approved Sarge's use of the Court House Lawn. His signed request is attached also.

Following the walk contests will be held for the dogs and their owners. Dog Walk sponsors are allowed to set up tents and tables to promote their business.

Sarge's appreciates the support the Town of Waynesville has shown the organization in its fundraising efforts that further our mission to save as many animals as possible from euthanasia from the Haywood County animal control facility.

Rosa Allomong
Treasurer, Board of Directors and Fundraising Chairperson

ITEM 4. MR. JACK WADHAM

A representative of Mr. Jack Wadham called the Town Offices indicating that Mr. Wadham would like to be placed on the agenda to address the Town Board. There was no indication of the subject of the appearance.

Town Clerk Phyllis McClure spoke with Mr. Wadham's representative and suggested that if he had material he wished to present to the Town Board for their consideration, he should submit that by noon on Wednesday, May 19, 2010, but we received nothing from Mr. Wadham. I regret we cannot tell you more.

ITEM 5. APPOINTMENTS/REAPPOINTMENTS OF MEMBERS
TO VARIOUS BOARDS AND COMMISSIONS

A. BOARD OF ADJUSTMENT

There are three individuals whose terms will be expiring on May 31, 2010:

1. Gail Cross is a Regular Member serving from within the Town of Waynesville. She has indicated she would like to be reappointed.
2. Jack Suddath is an Alternate Member serving from within the Town of Waynesville. He has indicated he would like to be reappointed.
3. Mr. John Richardson is a Regular Member serving from the Extraterritorial Jurisdiction area outside of the corporate limits. He has indicated that he would like to be reappointed.
4. There is a vacant seat on this Board. It is for an Alternate Member from the Extraterritorial Jurisdiction, formerly held by Garnell Day.

If it is the wish of the Town Board, Ms. Cross and Mr. Suddath may be reappointed for additional three year terms.

If it is the wish of the Town Board, the name of Mr. Richardson may be submitted to the Haywood County Commissioners with the recommendation that he be reappointed as a Regular Member from the Extraterritorial Jurisdiction on the Board of Adjustment.

If the Board is aware of any individual who lives in the Extraterritorial Jurisdiction whom they feel might be interested and be a good member of this Board, please mention that name to Town Clerk Phyllis McClure.

B. PLANNING BOARD

There are three individuals whose terms will be expiring May 31, 2010:

1. Jon Feichter was serving an unexpired term as an In Town member on this Board.
2. Ms. Marty Prevost is completing a three year term as an In Town member on this Board.
3. Brooks Hale is completing a three year term as a member from the Extraterritorial Jurisdiction on this Board.

If it is the wish of the Town Board, Mr. Feichter and Ms. Prevost may be reappointed to additional three year terms.

If it is the wish of the Town Board, the name of Mr. Brooks Hale may be submitted to the Haywood County Commissioners with the recommendation that he be reappointed as a Member from the Extraterritorial Jurisdiction on this Board.

C. PUBLIC ART COMMISSION

There are five slots on the Public Art Commission with terms that will be expiring on May 31, 2010.

Ms. Starr Hogan, Ms. Karen Kaufman and Dr. Michael Gillespie have resigned from the Commission and do not wish to be reappointed.

Ms. Philann Medford is completing a four year term and has indicated that she would like to be reappointed.

Ms. Meiko Thompson is completing an unexpired four year term and has indicated that she would like to be reappointed.

If it is the wish of the Board, Ms. Philann Medford and Ms. Meiko Thompson may be reappointed to an additional four year term on the Public Art Commission.

That would still leave three vacancies on the Commission. The Town has received three applications from individuals interested in serving on the Public Art Commission. The applications of Janice C. Griffin of 1941 Camp Branch Road, William King of 322 Little Road (Lake Junaluska) and Christopher M. Morrow of 1092 Oakdale Road are attached for your consideration. These three may be appointed or the Board might delay action to see if others might surface who are interested.

If the Town Board is aware of individuals whom they feel may be interested and have the skills and expertise to serve on this Commission, please provide those names to Town Clerk Phyllis McClure and she will contact them to have them complete an application form.

ITEM 6. BUDGET AMENDMENTS FOR 2009-2010 BUDGET

You will perhaps recall that near the end of each fiscal year, the Finance Director presents some recommended budget amendments to the Town Board which addresses changes that have occurred in revenues and expenditures during the fiscal year. Some of these amendments are made at various times of the year, but for the most part, we wait until near the end of the fiscal year and recommend all the changes at one time.

On the attached document, you will see that Mr. Caldwell has included unanticipated revenues and expenditures in each of the various funds. Items for the General Fund include the \$240,000 grant the Town received from the Rural Center for Haywood Vocational Opportunities in renovating the Wellco Plant and the \$25,450 in reimbursements from FEMA (Federal Emergency Management Administration) for the winter snow storm. Another change in the General Fund is the transfer of the remaining funds from the fire and police/development office construction projects. These were under budget by \$645,390, and as discussed at the Board's annual retreat in January, the left over funds will be used to establish a Capital Projects Fund to be used for various renovations and repairs to buildings.

In the Electric Fund, a new account is created to allow for the revenues collected and the fees paid to Progress Energy in connection with the Renewable Energy Portfolio Standards resulting from the passage of Senate Bill 3 in 2007. Progress Energy assesses a charge to the Town to meet the renewable energy credits and the Town in turn assesses a charge to the electric customers in an attempt to recover an identical amount.

There is another budget amendment being set up as the Capital Buildings Project Fund. The \$645,390 is coming out of the General Fund but must have a "place" or an account where the money may be put. This amendment would show the revenue from the General Fund and then there is a blanket expense that would show building renovations and repairs for various buildings. It would be our intention to pay the cost of the renovations to the Hazelwood Offices from this account. Other possibilities may be more equipment sheds at Public Works, renovations to the Municipal Building and roofs on whatever buildings might require new roofs.

Finally, there is a Budget Ordinance to take into account the various grants and loans that the Town has received for improvements to our water system. The Town received \$904,740 from the American Recovery and Reinvestment Act part of which could be a grant and part of which could be a loan. When this work is completed, 50% of the amount could be switched to a grant and 50% could be recorded as a 20 year loan with a 2.5% rate of interest. Still, Mr. Caldwell must show the full amount of the revenue and the full amount of the expenditure. Last week, the Town received written notification of a grant of \$213,000 for additional water line work in the Dellwood area, and the Finance Director must show that as an income and as an expense to construct the water lines.

Mr. Caldwell will be present at the meeting on Tuesday evening should you have questions on this matter. But please feel free to contact him in advance of the meeting if you wish to do so.

Amendment No. 1 to The 2009-2010 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2009-2010 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2009-2010 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenues:

Restricted Inter government Revenues

Grants	103350-436129	\$240,000
(The North Carolina Rural Economic Development Center, Inc has awarded a \$ 240,000 grant to the Town of Waynesville. This grant is to be used to assist Haywood Vocational Opportunities with the expenses to rehabilitate the former Wellco Enterprises facility. The Town is required to contribute 3%)		

FEMA Reimbursements	103350-433190	25,450
(Using these funds to balance the current budget amendment.)		

Other financing Sources

Fund balance appropriated	103900-493992	645,390
(The Town had budgeted to transfer these funds to the Police/Development Office capital project fund. But because this funding was not needed it will be transferred instead to a capital projects fund that will be used to complete various public building's renovations and repairs.)		

Total General Fund revenues	<u>\$910,840</u>
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Increase the following appropriations:

Special Appropriations

Economic Development Contributions	105300-536915	\$247,200
(The board approved the following donation to Haywood Vocational Opportunities in their December 8, 2010 meeting. This donation is to be used by Haywood Vocational Opportunities with its expenses to rehabilitate the former Wellco Enterprises facility.)		

Taxes to DWA 105300-536930 18,250
(Expect higher tax collections than budgeted.)

Transfers
Transfers to Capital Projects 109800-599400 645,390
(The Town had budgeted to transfer these funds to the Police/Development Office capital project fund. But because this funding was not needed it will be transferred instead to a capital projects fund that will be used to complete various public building's renovations and repairs.)

Total General Fund appropriations \$910,840

Electric Fund:

Increase the following revenues:

Utility Revenue
Renewable Energy Portfolio Standard Revenue 633700-453735 \$21,350

(A new state mandate requires that a certain percentage of power be generated from renewable sources. These costs are being past along by our power supplier.)

Total Electric Fund revenues \$21,350

Increase the following appropriations:

Electric Power Purchases
Power Purchases 637123-582710 \$21,350

(A new state mandate requires that a certain percentage of power be generated from renewable sources. These costs are being past along by our power supplier.)

Total Electric Fund appropriations \$21,350

Adopted this 25th day of May 2010.

Town of Waynesville

Gavin A Brown
Mayor

Attest:

Phyllis R. McClure
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney

Ordinance No. _____

Renovations and Repairs to Public Buildings Project Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville wishes to establish a capital projects fund to account for the Renovations and Repairs of Public Buildings.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the following project ordinance is hereby adopted:

Section 1. The following sources of resources are anticipated to be available to complete this project:

Transfer from the General Fund	253900-493910	\$645,390
		<hr/>
Total Revenues		\$645,390

Section 2. The following amounts are appropriated for expenditures of this project:

Renovations and Repairs of Public Buildings		
Capital Outlay	254260-545900	\$645,390
(Expenditures are for the renovations and repairs at the Hazelwood office, Municipal Building, Public Works, and Recreation Center.)		
		<hr/>
Total Appropriations		\$645,390

Section 3. Funds may be advanced from the General Fund for the purpose of making payments due. Reimbursements requests should be made to the lender agency in an orderly and timely manner.

Section 4. The budget officer may approve transfers of appropriations, including transfers from the contingency, without prior approval of the Board of Aldermen. Any transfers of appropriation will be reported by the budget officer to the Board of Aldermen at their next regular meeting.

Section 5. This Fund will be abolished when all obligations to contractors and vendors are completed. Any resources remaining will be transferred to the General Fund.

Adopted this 25th day of May 2010.

Town of Waynesville

Gavin A. Brown
Mayor

Attest:

Phyllis R. McClure
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney

Ordinance No. _____

Water Line Replacement Project Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville wishes to establish a capital projects fund to account for the construction of various water line replacements.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the following project ordinance is hereby adopted:

Section 1. The following sources of resources are anticipated to be available to complete this project:

Grant Revenue	263350-437121	\$213,000
(Received grant from the North Carolina Rural Economic Development Center.)		
Loan	263900-493990	904,740
(This loan is from the Drinking Water State Revolving Fund. The loan is for twenty years at two percent. Loan payments should be around \$58,050 a year.)		
Total Revenues		<u>\$1,117,740</u>

Section 2. The following amounts are appropriated for expenditures of this project:

Water Maintenance Construction:		
Capital Outlay	257121-545900	\$1,117,740
(Replacement and improvement of various water lines.)		
Total Appropriations		<u>\$1,117,740</u>

Section 3. Funds may be advanced from the Water Fund for the purpose of making payments due. Reimbursements requests should be made to the lender agency in an orderly and timely manner.

Section 4. The budget officer may approve transfers of appropriations, including transfers from the contingency, without prior approval of the Board of Aldermen. Any transfers of appropriation will be reported by the budget officer to the Board of Aldermen at their next regular meeting.

Section 5. This Fund will be abolished when all obligations to contractors and vendors are completed. Any resources remaining will be transferred to the Water Fund.

Adopted this 25th day of May 2010.

Town of Waynesville

Gavin A. Brown
Mayor

Attest:

Phyllis R. McClure
Town Clerk

Approved As To Form:

Woodrow H. Griffin
Town Attorney